



United States Court of International Trade

*One Federal Plaza
New York, NY 10278-0001
www.cit.uscourts.gov*

Reference #FY11-05

V A C A N C Y A N N O U N C E M E N T

Position: Chief Deputy Clerk

Salary: JSP-15 to JSP-16 (\$128,241 - \$165,300)
commensurate with qualifications, salary, and experience

Closing Date: Until Filled

Position Overview:

The Chief Deputy Clerk of the United States Court of International Trade, New York, NY is appointed by the Court. Under the immediate supervision of the Clerk of Court, the Chief Deputy Clerk serves as the primary assistant to the Clerk and assumes the functions and responsibilities of the Clerk in her absence. The Chief Deputy Clerk provides a variety of management services essential to the direction and operation of the Clerk's Office.

Duties and Responsibilities:

The responsibilities include, but are not limited to: assisting the Clerk in the management and supervision of the staff of the Clerk's Office; participating in the coordination of the work of the Clerk's Office with that of other federal courts and governmental agencies, including Customs and Border Protection, the Departments of Justice, Treasury and Commerce, the International Trade Commission and the United States Marshal's Service; assisting and advising the Clerk on projects assigned by the Court, its committees, and by the Chief Judge; assisting the Clerk in the implementation of the goals and objectives of the Court's Long Range Plan; serving on designated Court committees; assisting the Clerk in the administration of the Court's public affairs program, including serving as a representative in various liaison functions with other federal entities, the bar, the public and other interested parties; coordinating all aspects of security for the Court, including the Court's Continuity of Operations (COOP) Plan.

Qualifications:

To be considered for this position, candidates must have:

A minimum of at least six (6) years of progressively responsible management experience.

At least 3 years of the required experience must be specialized experience with substantive management responsibilities, in public service or business, that provided a thorough understanding of the planning needs, organizational requirements, procedural necessities and human aspects of managing a complex and multi-faceted organization.

Educational Substitution: Completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related field – or completion of a Juris Doctor (JD) degree – may be substituted for two (2) years of specialized experience. There is no educational substitution for the third year of specialized experience.

A bachelor's degree from an accredited college or university is highly preferred. Preference will be given to candidates with experience in federal judicial administration.

Experience should show that candidate has excellent managerial and interpersonal skills, organizational and analytical skills, excellent computer skills and knowledge of information technology as well as an ability to communicate effectively both orally and in writing.

Application Procedure:

Interested applicants should submit a cover letter of application, detailing your qualifications for the position, a detailed resume and three current letters of recommendation. Applications without the requested letters of recommendation will not be considered. Application packages should be marked "Confidential" and submitted to United States Court of International Trade, Attn: Human Resources, Job Announcement # FY 11-05, One Federal Plaza, New York, NY 10278. Application packages may also be submitted electronically via e-mail to: Human_Resources@cit.uscourts.gov.

THIS POSITION IS SUBJECT TO A FULL BACKGROUND INVESTIGATION

UNITED STATES COURT OF INTERNATIONAL TRADE IS AN EQUAL OPPORTUNITY EMPLOYER